

WEST VIRGINIA - RURAL UTILITIES SERVICE

APPLICATION CHECKLIST
for
WATER AND WASTE DISPOSAL PROJECTS

DATE
RECEIVED

- _____ 1. SF 424.2, "APPLICATION FOR FEDERAL ASSISTANCE" (See Attachment No. 1) Include Both Tax ID Number and DUNS Number (Data Universal Numbering System) (2 Copies).
- _____ 2. STATE CLEARINGHOUSE COMMENTS FROM THE WEST VIRGINIA DEVELOPMENT OFFICE (2 Copies).
- _____ 3. COMMENTS FROM THE APPROPRIATE REGIONAL PLANNING AND DEVELOPMENT COUNCIL (2 Copies).
- _____ 4. PRELIMINARY ENGINEERING REPORT (See Attachment No. 2) (2 Copies).
- _____ 5. THE APPLICANT MUST PROVIDE EVIDENCE THAT OTHER CREDIT IS NOT AVAILABLE AT REASONABLE RATES AND TERMS. Due to the cost of issuance of bonds through commercial lenders, investment banking firms currently have indicated no interest in issues less than \$1,000,000. In all cases involving RUS assistance in excess of \$1,000,000, it will be necessary for the applicant to provide documentation from investment banking firms relative to their interest in providing financing. At a minimum, the contact documentation should include the lender's name, address, telephone number, contact person, date of contact and the reasons why the lender would not consider making the loan. Requests for RUS assistance that are less than \$1,000,000 will only require the applicant to submit RUS Bulletin 1780-22, "Water and Waste Eligibility Certification." Requests for more than \$1,000,000 require RUS Bulletin 1780-22 and documentation from at least two investment bankers that participate in public financing of utility type projects. To assist in meeting this requirement, we have enclosed a copy of RUS Bulletin 1780-22, along with additional information relative to other credit (See Attachment No. 3) (1 Copy).
- _____ 6. ENVIRONMENTAL REPORT (TO BE PREPARED BY PROJECT ENGINEER OR OTHER APPLICANT REPRESENTATIVE) - RUS Bulletin 1794A-602 should be utilized in the preparation of the Environmental Report, and the report should include all appropriate documentation for review by RUS (See Attachment No. 4) (2 Copies).

- ____ 7. COPY OF BOND ORDINANCES OR BOND RESOLUTIONS FOR ANY OUTSTANDING INDEBTEDNESS OTHER THAN TO RUS.
- ____ 8. COPY OF ALL EXISTING TARIFFS RELATED TO THE SYSTEM (2 Copies).
- ____ 9. AGREEMENT FOR ENGINEERING SERVICES - It will be necessary for you to obtain the services of a consulting engineer. EJCDC No. 1910-1-FA, "Standard Form of Agreement between Owner and Engineer for Professional Services" (Funding Agency Edition) should be utilized. This EJCDC document is issued under copyright and cannot be provided by RUS (3 Copies). Exhibits A, B and C and Attachment No. 1 to the Agreement are specific to individual states. The West Virginia documents can be downloaded at www.rurdev.usda.gov/wv/progruralutilities.htm.
- ____ 10. LEGAL SERVICES AGREEMENT. It will be necessary for you to obtain the services of a local attorney. RUS Bulletin 1780-7, "Legal Services Agreement" is attached for your use (See Attachment No. 5) (3 Copies).
- ____ 11. FINANCIAL REPORTING AND AGREEMENT FOR ACCOUNTING SERVICES. It will be necessary for you to obtain the services of a qualified accountant. Please refer to Attachment No. 2, Item No. 3 for more detailed information (3 Copies).
- ____ 12. COPY OF ORGANIZATIONAL DOCUMENTS (NPA'S Only) (2 Copies):
 - Articles of Incorporation.
 - By-Laws.

All requested material should be submitted as a package to the RUS staff in the Rural Development Area Office having jurisdiction over the area in which the project is located. The Area Offices and the counties they serve are as follows:

Area I - Serving Brooke, Cabell, Calhoun, Hancock, Jackson, Lincoln, Marshall, Mason, Ohio, Pleasants, Ritchie, Roane, Tyler, Wayne, Wetzel, Wirt and Wood Counties:

Virginia McDonald, Rural Development Specialist
Eric Gumm, Rural Development Technician
Rural Utilities Service
P.O. Box 303
Parkersburg, WV 26102
Telephone: (304) 420-6666 Fax: (304) 420-6876

Area II - Serving Barbour, Berkeley, Doddridge, Gilmer, Grant, Hampshire, Hardy, Harrison, Jefferson, Lewis, Marion, Mineral, Monongalia, Morgan, Pendleton, Preston, Randolph, Taylor, Tucker and Upshur Counties:

Joseph Crickenberger, Rural Development Specialist
Bobby Dominick, Rural Development Technician
Rural Utilities Service
1200 Harrison Avenue, Suite 150
Elkins, WV 26241
Telephone: (304) 636-2158 Fax: (304) 636-5902

Area III - Serving Boone, Braxton, Clay, Fayette, Greenbrier, Kanawha, Logan, McDowell, Mercer, Mingo, Monroe, Nicholas, Pocahontas, Putnam, Raleigh, Summers, Webster and Wyoming Counties:

Rural Development Specialist (Vacant)
Teresa Miller, Rural Development Technician
Rural Utilities Service
481 Ragland Road
Beckley, WV 25801
Telephone: (304) 252-8644 Fax: (304) 252-5809